



DEPARTMENT OF THE AIR FORCE  
435TH AIR BASE WING (USAFE)

512 - 6 21

MEMORANDUM FOR KMC AIR FORCE PERSONNEL

FROM: 435 ABW/CC

SUBJECT: Policy Letter # 3 Commander's Alternative Dispute Resolution (ADR) Policy Letter

1. The intent of the Alternative Dispute Resolution (ADR) program is to informally resolve complaints through ADR techniques and methods. Mediation sessions involving a complainant, respondent and a neutral third party are currently the most commonly used within the 435 ABW. The objective is to reach an agreement at the lowest feasible level and avoid lengthy litigation through the Equal Employment Opportunity and Administrative Grievance Procedure.
2. The nature of some subjects that should be excluded from the ADR process will be determined on a case-by-case basis.
3. It is incumbent upon each supervisor and manager to support the ADR program. A good faith effort must be made to resolve problems through ADR when the subject is appropriate. When a case involves a subject not suitable for ADR, the ADR champion will contact the parties.
4. Timothy Poole, Chief, EEO and ADR Programs has been appointed as the ADR Champion for the 435 ABW. Our investment in training and program development is producing significant long-term savings as a result of reduced litigation and a harmonious work environment for the wing. This success can only be attributed to those managers and employees that have faithfully supported the program. I task each supervisor and manager to fully support the ADR program.

A handwritten signature in black ink, reading "Rosanne Bailey", is positioned above the printed name.

ROSANNE BAILEY  
Brigadier General, USAF  
Commander